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| SM | DM | PD | P | R | C | D | T | I | M |
| Meeting with school coach partner | Meet with Trish | RCD training | Watching videos to be used at bldg PD | Digging up writing resources for teachers | RCD facilitating (with sister schools) | See Chart Below | Modeling | New devices/modes to deliver lessons | Problem-resolving conversations-classroom mgmt, parents |
| Meet w/principal | IC Connect | Cog. Coaching | Plan for Wed. PD | Consolidating RCD priority learnings -crosswalk | Standards work  Standards alignment |  | Observing for data collection | Instructional strategies  Planning conversations re: classroom instruction | Transitions |
| Committee meetings where you attend as coach | PBIS | SIP training (school improvement)  SIP –process meeting | Special meeting w/Trish w/focus on planning for teachers | Research tech usage/how-to for teachers | Planning units  UbD  Essential questions |  | Taking data for on task students | Conversations w/paras/support staff re: use of tech in classroom | New/student teachers |
| Coaching principal | District task force as coach | UBD training | Compiling staff feedback | Maintain professional library | Co-planning w/teachers |  | Co-teaching | Writing instruction PD | Reflecting/planning conversations re: support systems & structures |
| Leadership team meetings | ICIC - development | Reading professional/educational articles  (during school day) | For BLIC implementation | Looking online for articles/videos/teaching tools | Curriculum maps/assessments |  | Observing in classroom- with reflecting conversation | Lesson Study | Dialogue to increase teacher awareness/ownership of structures |
| Data team meetings | Meeting w/literacy TOSA | Intervention Tracker | Planning for modeling | Download standards-copy and distribute to staff | Grade level team meetings on curriculum |  | Planning/reflecting co-teaching cycle- year long consistent achievement cycle | Training teacher to do interventions | Group roles for classroom |
| PST/RTI – if there as a coach☺ | IC Triad Meeting – if talking logistics | ELL Strategies Class | Preparing for UBD/RCD planning w/teachers | Disseminate curriculum materials | Facilitating interventionist meeting re: curriculum |  |  | Facilitating PD on instructional strategies | CHAMPS/PBIS coaching |
| Dept. chair meetings – if there as a coach |  | Trish meta-coaching visits | Prep for internal labs | Compiling resources that support SIP | Articulation/alignment of curriculum |  |  | Internal labs  Peer labs | Classroom mgmt |
| RtI Leadership meeting |  | LISA trainings to support teachers | Multiple schools meeting for PD planning | Create video/editing video |  |  |  | Differentiated instruction | Planning/reflecting around student behavior |
|  |  | Book study-not facilitating | Planning/organizing PD, book studies | Accessing experts for teachers |  |  |  | Flexible grouping |  |
|  |  | Watch video |  |  |  |  |  | Reciprocal Teaching |  |
|  |  | Visiting another coach “in action” |  |  |  |  |  | Subbing so  teachers can observe another teacher |  |
|  |  | PBIS Training CHAMPS |  |  |  |  |  | Walkthroughs  Learning walks |  |
|  |  | Intervention trainings – as a coach |  |  |  |  |  | Help a long term sub |  |
|  |  | Webinars |  |  |  |  |  | Working with teachers on their goals |  |
|  |  | “homework” for IC |  |  |  |  |  |  |  |

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| **Data with teachers** | **Data for teachers** | **Assessment – administering/proctoring/materials** |
| Data conversation with AIMSWEB charts | Accessing/compiling data - Gathering data for meetings | Assessing students |
| Gap analysis | Data for PST meeting to assist teacher | Progress monitoring – as a coach |
| Showing HOW to access reports | SIT meetings-body of evidence | CSAP/ACT |
| Collaborative conversations re: formative assessments, inter-rater reliability, driving instruction for unit planning | Building a school-wide database, entering data for teachers | Providing assessment materials - clerical |
| SIP/causal factors – Root Cause Analysis | Entering AIMS  Data entry | Copy/distribute EDY writing prompt to staff |
| Team data dialogues | Building data spreadsheets | Organizing assessment materials |
| Intervention grouping conversations | Developing rubrics – if done without teachers present | ILP paperwork – why as a coach? |
| Data conversation w/principal | Preparing teachers for RtI/ data conversations | Proctoring acuity & other tests |
| Exploring multiple data options |  | Organizing AIMSWEB materials |
| Teaching teachers how to “read” data |  |  |
| Developing rubrics – if done with teachers present |  |  |

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| **OFF** |
| Personal day off |
| Snow days |
| Attend district meeting not as a coach |
| Sat on an interview team |
| Attend PD as a teacher not a coach |

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| **Unloggable – 25% (things you may do as a coach, but don’t have a code to log)** | **NO (These are not part of your coaching responsibilities – if asked to do b/c have time, don’t log)** |
| Staff Meetings | Developing assessment schedules |
| Agendas for PLC’s  Setting agendas | School wide fundraiser Organizing |
| Get navigator books for teachers | TSD Intervention Proposal |
| Email conversations with teachers/coaches  (Email conversations relating to I, D, C, M, T – you may log) | Conversations/conf on weekends/nights – contract time |
| Meeting w/admin/teachers re: scheduling  observations/peer labs, etc. | Prep hours outside contract for PD to teachers |
| Returning phone calls | Parent teacher conferences in coach role -??outside contract? |
| Duty | Data coach mtg as data coach |
| Travel/walk time/cancellations  Coaching meeting where teacher canceled | P12 Council – you are there as a curriculum leader not a coach |
| Relationship building- feel good stuff, surveys | Content curriculum mtgs-? – as a liaison? Curriculum leader? Dept. chair? |
| Completing log | lead teacher |
| Quick check in with teachers | Working with students “for” a teacher (individual tutoring for IEP goals)- ? |
| Letters of recommendation | meeting with parents |
| Check in/Check out | Emergency Subbing |
| Assemblies | Emergency behavior intervention  dealing with discipline issues |
| Teacher directed Wed. – unless you coach people during it☺ | District meeting- not as coach but during contract time – how account for this? |
|  | Attending meetings as a teacher during IC time (because we don’t need a sub) |
|  | Discussion about students you teach |
|  | PD for teaching personal content |
|  | Teaching an intervention class (kids) |
|  | AIMSWEB/Acuity manager |
|  | Safety and Crisis committee work |
|  | Acting as a liaison |
|  | Check in/check out |
|  | Planning family nights |
|  | Minutes from school meetings  Keeping minutes for RtI, bldg meetings – why? Because you are the coach? |
|  | schedule new curriculum in computer lab |
|  | Create menu/classroom “stuff”- copy, laminate, cut – why? |
|  | School visits to explore new school schedule – SM?? |
|  | Days absent & short days  short weeks/holidays – how should we account for these |
|  | Interview teams – if you are clearly there as IC – we need to figure out how to log |
|  | Attending PD as a teacher |
|  | Ordering/processing reading materials |

Administrative

Outside Contract Time

Extra Duty/Other Contract

Teacher Role

Other Duties as Assigned

Misc. but not Coach Role